

3 FAH-1 H-3430 HOME LEAVE

(TL:POH-61; 05-18-2000)

3 FAH-1 H-3431 COMPUTATION OF CONTINUOUS SERVICE ABROAD

3 FAH-1 H-3431.1 Computation of Beginning Date

(TL:POH-61; 05-18-2000)

(Uniform State/USAID/Commerce/Foreign Service Corps—USDA)

(Applies to Foreign Service & Civil Service Employees)

a. Continuous service abroad, for home leave eligibility purposes, begins on the:

- (1) Date of arrival at post of duty abroad on first assignment;
- (2) Date of arrival at post of duty abroad after an assignment in the United States;
- (3) Date of arrival at post of duty abroad after an assignment in a U.S. Commonwealth or possession;
- (4) Date of arrival at post of duty abroad upon return from annual leave in the United States or home leave with transit time allowed;
- (5) Date of arrival at authorized post for consultation, detail, or temporary duty abroad en route to post of assignment; or
- (6) Date of entrance on duty, for an employee recruited abroad, except that if such employee transferred from another U.S. Government agency or was appointed following his or her military service, items (1) through (5) in this section, shall be used to determine the beginning date. In such cases, the appropriate officer shall ascertain from the releasing agency the following information:
 - (a) The actual date of arrival abroad on assignment;
 - (b) The date of return to post from last period of annual or home leave with transit time allowed; and
 - (c) The inclusive dates of any leave in the United States (or in a U.S. Commonwealth or possession).

b. **For State, Commerce, and USDA:** The date continuous service abroad begins shall be posted under the section entitled "Date of Arrival Abroad For Home Leave Eligibility" on Form OF-202, Leave Record.

For USAID: The data is provided in the arrival notice cable.

3 FAH-1 H-3431.2 Continuous Service

3 FAH-1 H-3431.2-1 Continuous Service—Delayed

(TL:POH-61; 05-18-2000)

(Uniform State/USAID/Commerce/Foreign Service Corps—USDA)

(Applies to Foreign Service & Civil Service Employees)

a. Fulfillment of the 18-month continuous service requirement is delayed by:

(1) Any time spent in the United States or a U.S. Commonwealth or possession in annual leave status (e.g., rest and recuperation, family or emergency visitation travel, compensatory time, and annual leave taken in conjunction with official duty time authorized by U.S. Government temporary duty orders). In conjunction with sick leave while in the United States, but not on official medical travel orders. (**NOTE:** The foregoing time affecting the delay is computed from the first workday in a leave status through the last workday in a leave status, and includes all nonworkdays occurring within this period. The actual period of travel to and from the United States or a U.S. Commonwealth or possession is not included in the computation);

(2) Time spent in leave without pay status that exceeds two work weeks within a 12-month period while assigned to a post abroad; or

(3) Any time spent in the United States or a U.S. Commonwealth or possession while on personal travel in an annual leave, sick leave (without official travel orders), or leave without pay status.

3 FAH-1 H-3431.2-2 Continuous Service—Not Delayed

(TL:POH-61; 05-18-2000)

(Uniform State/USAID/Commerce/Foreign Service Corps—USDA)

(Applies to Foreign Service & Civil Service Employees)

Fulfillment of the 18-month continuous service requirement is not delayed by time spent in the United States or a U.S. Commonwealth or possession by such matters as being:

(1) On official TDY, consultation, or detail at any time while the employee remains assigned to a post abroad provided the period is not more than six months in duration;

(2) On official emergency evacuation orders for up to 180 days; or

- (3) On sick leave on official medical travel orders for up to 180 days.

3 FAH-1 H-3431.2-3 Continuous Service—Broken

(TL:POH-61; 05-18-2000)

(Uniform State/USAID/Commerce/Foreign Service Corps—USDA)

(Applies to Foreign Service & Civil Service Employees)

Continuous service is broken by:

- (1) An assignment in the United States or a U.S. Commonwealth or possession. An assignment includes official TDY, consultation, or detail of more than six months continuous duration in the United States or a U.S. Commonwealth or possession while the employee remains assigned to a post abroad;

- (2) Home leave, whether taken as an employee or as a dependent; or

- (3) A break in service of one or more workdays.

3 FAH-1 H-3431.2-4 Continuous Service—Not Broken

(TL:POH-61; 05-18-2000)

(Uniform State/USAID/Commerce/Foreign Service Corps—USDA)

(Applies to Foreign Service & Civil Service Employees)

Continuous service is not broken by:

- (1) Annual, sick, or military leave;

- (2) LWOP; or

- (3) Other status or condition provided in 3 FAH-1 H-3431.2.

3 FAH-1 H-3432 POST'S RESPONSIBILITY TO RECORD LEAVE TAKEN IN U.S.

(TL:POH-61; 05-18-2000)

(Uniform State/USAID/Commerce/Foreign Service Corps—USDA)

(Applies to Foreign Service & Civil Service Employees)

Section 903 of the Foreign Service Act requires a minimum of 18 months of continuous service abroad before home leave eligibility is established. (**NOTE:** An employee's transfer eligibility date is not extended because of leave taken in the United States, but the employee's home leave eligibility date, i.e., eligibility after 18 months of continuous service abroad, is delayed by the amount of leave taken in the United States or a U.S. Commonwealth or possession. (See 3 FAH-1 H-3431.2.))

(1) Posts shall record all leave taken in the United States or a U.S. Commonwealth or possession computed in accordance with 3 FAH-1 H-3431.

(2) Such leave will be reported to the Department or the agency by TMTWO only, in those instances, when receipt of travel orders, in which home leave is authorized, will cause the employee to be in violation of the statutory requirement of 18 months continuous of service abroad.

For USAID: Report leave taken in the United States to USAID headquarters, in accordance with Handbook 32, Supp. 1C.

(3) Posts are not required to report to the Department or agency any leave taken in the United States or a U.S. Commonwealth or possession after an employee has accumulated 18 months of continuous service abroad (as computed in 3 FAH-1 H-3433.2-3). The leave must, of course, be recorded on time and attendance and leave records.

3 FAH-1 H-3433 ACCRUAL OF HOME LEAVE

3 FAH-1 H-3433.1 Computation of Home Leave

(TL:POH-61; 05-18-2000)

(Uniform State/USAID/Commerce/Foreign Service Corps—USDA)

(Applies to Foreign Service & Civil Service Employees)

For each 12 months of creditable service abroad, home leave shall accrue (the maximum is 15 days) as follows, provided the conditions of eligibility are met:

(1) Fifteen (15) days:

(a) An employee who accepts as a condition of employment the obligation to accept assignment anywhere in the world as the needs of the agency dictate will earn up to 15 days in a 12-month period;

(b) An employee serving with a U.S. mission to a public international organization will earn up to 15 days in a 12-month period; or

(c) An employee serving at a post for which a post differential of 20 percent or more is authorized will earn up to 15 days in a 12-month period.

(See 3 FAH-1 H-3433.2.)

(2) Ten (10) days:

An employee not included under paragraph a, in this section, who is serving at a post for which a post differential of at least 10 percent but less than twenty percent, will earn up to 10 days (e.g. employee will begin earning home leave upon the completion of two months of creditable service. See 3 FAH-1 H-3433.2.); and

(3) Five (5) days:

An employee not included under items (1) or (2), in this section, will earn up to five days (e.g. employee will begin earning home leave upon the completion of three months of service). (See 3 FAH-1 H-3433.2.)

3 FAH-1 H-3433.2 Home Leave Earning Table

(TL:POH-61; 05-18-2000)

(Uniform State/USAID/Commerce/Foreign Service Corps—USDA)

(Applies to Foreign Service & Civil Service Employees)

Employees earn home leave for each month of creditable service abroad under the rates fixed as follows:

Months of Service	Accrual Rate (days for each month of a 12-month period)
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Days Earned			
1	1	0	0
2	1	1	0
3	1	1	1
4	2	1	0
5	1	1	1
6	1	1	0
7	1	0	0
8	2	1	1
9	1	1	0
10	1	1	1
11	1	1	0
12	2	1	1
Total:	15	10	5

3 FAH-1 H-3433.3 Change in Home Leave Earning Rate

(TL:POH-61; 05-18-2000)

(Uniform State/USAID/Commerce/Foreign Service Corps—USDA)

(Applies to Foreign Service & Civil Service Employees)

When an employee moves between different home leave-earning rates before completion of a month of creditable service abroad or when a change in the post differential rate during the month results in a different leave-earning rate, the employee will be credited leave at the rate to which entitled prior to the change in the accrual rate.

3 FAH-1 H-3433.4 Crediting Home Leave

(TL:POH-61; 05-18-2000)

(Uniform State/USAID/Commerce/Foreign Service Corps—USDA)

(Applies to Foreign Service & Civil Service Employees)

Home leave is credited to an employee's leave account, as earned, in multiples of one day, and may be accumulated without limitation for future use.

3 FAH-1 H-3434 HOME LEAVE DAYS NOT CHARGED

(TL:POH-61; 05-18-2000)

(Uniform State/USAID/Commerce/Foreign Service Corps—USDA)

(Applies to Foreign Service & Civil Service Employees)

If authorized, time spent in community relations and public affairs activities at the request of the foreign affairs agencies, such as speeches, and participation in university seminars and media events, is considered performance of duty. Therefore, home leave will not be charged for the day on which an employee participates in such activity. Certification of such engagements must be reported upon return from home leave:

Agency	Office Which Must Approve
Department of State	Bureau of Public Affairs
USAID	Office of External Affairs (in advance) With Bureau for Legislative and Public Affairs (in advance)
USDA	APHIS: Assistant Deputy Administrator, International Services FAS: Assistant Deputy Administrator,

3 FAH-1 H-3435 HOME LEAVE ADDRESS OF RECORD

(TL:POH-61; 05-18-2000)

(Uniform State/USAID/Commerce/Foreign Service Corps—USDA)

(Applies to Foreign Service & Civil Service Employees)

a. The home leave address of record represents a permanent location in the United States, or a U.S. Commonwealth or possession, if an employee's place of residence is outside the area of employment, to which the employee and family members are authorized to proceed when granted home leave. Employees should give careful consideration to the initial selection.

b. Requests for changes in home leave addresses may be approved only if the employee can establish that changed circumstances so require. Requests for changes in home leave address will be reviewed on a case-by-case basis. The selection of a new location intended to accommodate the employee's personal convenience is not an acceptable basis for approval. Changes to home leave address are on Form OF-126, Foreign Service Residence and Dependency Report.

3 FAH-1 H-3436 THROUGH H-3439 UNASSIGNED